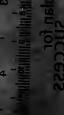
HOULLEGE OF THE ALBEMARLE







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### COLLEGE OF THE ALBEMARLE



### STUDENT HANDBOOK

2002 - 2003

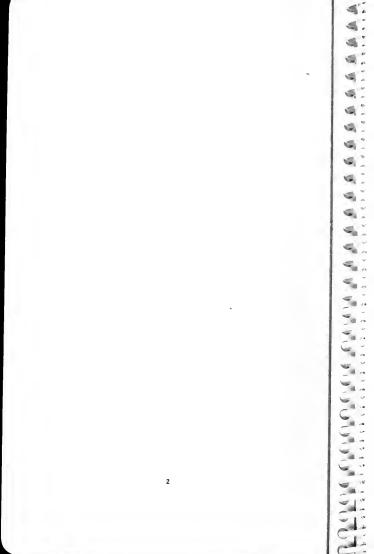
### This agenda belongs to:

NAME	
ADDRESS	
CITY/TOWN	ZIP CODE
PHONE	
STUDENT NO	



PLEASE NOTE: The front cover is sensitive to extreme near tho not leave in direct suraigns

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### WELCOME!

Welcome to College of The Albemarle! Students are the most important people at the college. The faculty and staff are eager to help you reach your educational and career goals. We are committed to providing an environment of mutual respect in which each member of our college will realize her/his maximum potential.

Read this handbook to begin your college career on a positive note. It is filled with information to help you succeed at COA and in your career. Develop habits for your success. By doing so, you will experience a healthy, productive, and rewarding life.

Graduates of College of The Albemarle have performed well in a wide variety of careers. If you are interested to know the graduation rate of students in your program of study, please see the Registrar. Please seek the assistance or faculty and staff as you need it. Get involved in college activities. Have a wonderful year!

Ray Scaffa

Vice President for Student Development

### COA PRIDE

Self-respect . . . Dignity . . . High-minded personal values . . . Satisfaction taken in your achievements . . . The fulfillment received from doing your best . . . This is pride.

Courtesy . . . Responsibility . . . Service . . . Respect for fellow students, faculty, and staff . . . Taking responsibility for your actions . . . This is COA Pride.

COA Pride is a collective agreement among all students, faculty, and staff to sustain an excellent community for learning. We all work together to maintain a safe and clean campus. Each of us contributes to a friendly and helpful atmosphere from which all of us benefit. This includes refraining from using profanity, placing trash in cans, attending every class on time, completing each assignment to the best of your ability, providing assistance to newcomers, participating in activities and services, and enabling each member of our campus community to reach individual and common goals. COA Pride sets a high standard of excellence for all of us.

Call Ray Scaffa, 335-0821, ext. 2251, or Linda Lewis, ext. 2218, to get involved with COA PRIDE.

### Purpose of the College

The purpose of College of The Albemarle is to provide accessible education, training, and retraining for better jobs and better lives in northeastern North Carolina.

### Mission Statement

In keeping with the mission of the North Carolina Community College System, College of The Albernarle opens the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well being of individuals by providing:

- Education, training, and retraining for the adult work force in a global economy, including literacy education, occupational, and pre-baccalaureate programs;
- · Support for economic development through services to business and industry;
- · Services to communities and individuals which promote the quality of life; and
- An environment that promotes job satisfaction and career development for faculty and staff.

### Statement of Our Values

We respect the students, clients, and fellow employees whom we serve.

We believe in the dignity and potential of every person. We appraise others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

### We respect our relationships with one another.

We work with one another on the basis of trust, giving trust to others and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

### We respect the educational process which we provide.

We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

### We respect the community which we serve.

We value partnership in and service to the community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

### CALENDAR

Fall Semester 2002	
Fall Registration Begins	. Mooday, July 15
First Day of Classes	
Last Day to Register or Add Classes	. Wednesday, August 21
End of Refund Period: First Eight-Week Sessioo	Thursday, August 22
End of Refund Period: 16-Week Session	Wednesday, August 28
Labor Day Holiday	Moaday, September 2
Mid-Term Break	
Last Day to Withdraw Without Grade Penalty	Wednesday, October 16
Last Day of First Eight-Week Session	Wednesday, October 16
First Day of Secood Eight-Week Session	
Thanksgiving Holiday (no classes)	.Wednesday - Friday, November 27-29
Last Day of Classes	Monday, December 9
Exam Week	
Fall Semester Eods.	Monday, December 16

Spring Semester 20	03
Spring Registration Begins	Monday, November 11, 2002
Late Registration	Thursday - Wednesday, Jaouary 2-8
First Day of Classes	Wednesday, January 8
Last Day to Register.	Friday, January 10
End of Refund Period: First Eight-Week Session	
End of Refund Period: 16-Week Session	Friday, January 17
Martin Luther King, Jr. Day	Monday, January 20
Last Day To Withdraw Without Grade Penalty	
Last Day of First Eight-Week Session	Wednesday, March 5
Monday Classes Make-up Day	Wednesday, March 5
Mid-Term Break (Make-up Days)	Thursday - Friday, March 6-7
First Day of Second Eight-Week Session	Monday, March 10
End of Refund Period: Second Eight-Week Session	Thursday, March 13
Spring Holiday (no classes).	Monday - Friday, April 21-25
Last Day of Classes	
Exam Week	Moeday - Friday, May 5-9
Spring Semester Ends.	Friday, May 9
Spring Semester Ends. Spring Commeocement.	Wednesday, May 14

### Summer Session 2003

First Day of Classes.	Monday, May 19
End of Refund Period: First Five-Week Session	Tuesday, May 20
Memorial Day Holiday	Monday, May 26
End of Refund Period: 10-Week Session	Tuesday, May 27
Last Day to Withdraw Without Grade Penalty	Monday, June 23
Last Day of First Five-Week Session.	
First Day of Second Five-Week Session.	Tuesday, June 24
End of Refund Period Second Five-Week Session.	Wednesday, June 25
Independence Holiday	Friday, July 4
Last Day of Classes	
Summer Commencement	

### ACADEMIC ADVISEMENT

One of the most important activities you will engage in while at the college is the process of academic advisement. Academic advisement is a time for you and an advisor to discuss your academic and career eoals. to explore options, and make informed decisions on a regular basis.

You will be assigned an advisor from among the faculty of the academic department representing your major area of study. If you are undecided about your major, you will be assigned to a Student Develoment advisor.

It is important that you maintain contact with your advisor throughout your enrollment. Faculty advisors post a schedule of office hours, and you should feel free to call on them anytime you need assistance. Your advisor will assist you in selecting courses, planning your schedule, and registering for your classes.

One of the most successful ways to ensure a successful academic career is to utilize the academic advising process.

### How to Prepare for an Advising Appointment

- Make your appointment EARLY.
- Keep your appointment or call in advance to cancel so that someone else may have the time slot.
- Be on time.
- Review materials that you received at orientation or during previous appointments before
  you go to your advising appointment.
- 5. Write down any questions you wish to ask your advisor.
- Take appropriate materials to the advising appointment (pen/pencil, catalog, graduation check sheet, class schedule booklet, trial schedule of classes, etc.)
- Follow through on referrals and recommendations that are made during the advising sessions.

### **Advising Tools**

The following resources are available to help you in the advising process. Collect this information and keep it on file and available to take with you when you meet with your advisor.

### College Catalog

The college catalog contains information about academic policies and regulations, the curriculum for each academic program, and course descriptions for each course offered. The course descriptions will show any prerequisite or corequisite courses or any special restrictions. You should read all course descriptions and discuss with your advisor before registering each semester. You should also discuss with your advisor courses that are only offered certain semesters or on a limited basis and how this affects prerequisites.

### Graduation Check Sheet

You should maintain an up-to-date Graduation Check Sheet for the program for which you are pursuing a degree or diploma. Graduation Check Sheets may be obtained from your advisor or from the Student Development office.

### COA Schedule of Classes

The COA Schedule of Classes is the official schedule of classes published each semester. In addition to course listings offered, the Schedule also provides the following:

- Dates to hegin registration
- First day of classes

- 3. Last day to register or drop/add classes
- 4 Deadline to pay tuition/fees
- 5. Tuition refund period

You should use the COA Class Schedule for the upcoming semester to prepare a trial schedule before meeting with your advisor. Remember to use your Graduation Check Sheet as a guide for preparing your class schedule.

### STUDENT DEVELOPMENT INFORMATION

- To register for classes or drop and add a course, see your assigned academic advisor.
   Your advisor will help you complete the paperwork necessary. If you do not have an assigned academic advisor, see an advisor in Student Development.
- You are notified by mail when you are assigned an academic advisor. If you cannot remember who your advisor is, contact Student Development.
- To withdraw from all your classes, see your assigned academic advisor. If you do not
  have an assigned academic advisor, see an advisor in Student Development.
- To change your major, complete a Student Information Change Form available in Student Development or from your assigned academic advisor.
- To update your name, address, or phone number, complete a Student Information Change Form available in Student Development or from your assigned academic advisor
- To apply for graduation, complete the application mailed to you during the fall semester before the spring or summer graduation for which you are eligible. If you do not receive an application in the mail, you may obtain one in Student Development and complete it during the fall semester before you plan to graduate.

Who's Who in Student Development?

P.O. Box 2327, Elizabeth City, NC 27906-2327 • 252/335-0821 • FAX 252/335-2011 • www.albemarle.edu

Ray G. Scaffa, Vice President, Student Development		
and Dean of Students	x2251	A120
Cheme A. Boyce, Admissions and Testing Advisor	x2281	A125
Emma L. Boyce, Assistant Director, Scholarships & Student Aid	x2217	A108
Mary Louise Brown, Registrar	x2252	A121
Angela Godfrey-Dawson, Director, Scholarships and Student Aid	x2225	A122
Judy A. Gordon, Director, Student Activities/Counselor	x2277	A119
Joyce S. Johnikins, Student Aid Assistant	x2355	A114
Kenneth L. Krentz, Director, Admissions and Testing	x2220	A117
Linda H. Lewis, Administrative Assistant, Student Development	x2218	A118
Maenecia M. Lewis, Activities and Retention Advisor	x2240	A117a
Annette Roberson, Admissions Technician	x2221	A118
Trisha B. Sawyer, Student Aid Assistant	x2355	A114
Renee J. Shannon, Student Aid Assistant	x2254	A112
Martha W. Swain, Director, Counseling and Career Development	x2243	A123

Dare County Campus 132 Russell Twiford Manteo, North Carolina 27954 Phone (252) 473-2264 / Fax (252) 473-5497 www.albemarle.cc.nc.us/dare

Hours of Operation Monday-Thursday, 8:00 a.m.-10:00 p.m. Friday, 8:00 a.m.- 4:30 p.m.

<u>Staff</u>
Teresa T. James, Dean, Dare County Campus
Emily G. Robertson, Assistant Dean / Coordinator, Student Services

Chowan County Center 1316C North Broad Street Edenton, North Carolina 27932 Phone (252) 482-7900 / Fax (252) 482-7999 www.albemarle.cc.nc.us

Hours of Operation Monday-Thursday, 8:00 a.m.-10:00 p.m. Friday, 8:00 a.m.- 4:30 p.m.

Staff
Lynn Hurdle-Winslow, Dean, Chowan County Center
Ella L. Holley, Director, Student Services

# 

## A Quick Reference Guide to Programs and Services at College of The Albemarle Where Do I Go?

Linda Lewis Ext. 2218  Ray Scaffa Ext. 2256  Ray Scaffa Ext. 2251  Kenny Kentz Ext. 2220  Amete Roberson Ext. 2220  Amatha Swain Ext. 2220  Sonya Phelps Ext. 2243  Anna Boyce Ext. 2243  Anna Boyce Ext. 2243  Anna Boyce Ext. 2240  Daine Sawyer Ext. 2250  Debra Williams Ext. 2250  Debra Williams Ext. 2250  The Rhonda Watts Ext. 2260  Rhonda Watts Ext. 2260  Ss Andrea Williams Ext. 2260  Mary Louise Brown Ext. 2224  Ray Scaffa Ext. 2255  Mary Louise Brown Ext. 2226  Mary Louise	Academic Advising	ing	Your Advisor			
ent Ray Louise Brown Ext. 255 ent Linda Lewis Ext. 225 ing Centre Ray Scaffa Ext. 225 err Dev. Martha Swain Ext. 220 err Anna Boyce Ext. 220 ent Anna Boyce Ext. 220 ion Dana Sawyer Ext. 220 errice Boyce Ext. 220 errice Anna Boyce Ext. 220 errice Boyce Ext. 220 hart Linda Lewis Ext. 220 hart Linda Lewis Ext. 220 hart Linda Lewis Brown Ext. 225 hart Linda Lewis Brown Ext. 225 hart Linda Lewis Brown Ext. 225 hart Cone Lollin Ext. 224 Door (full-time Boyce Ext. 224) ext. 224 Door (full-time Boyce Ext. 224) ext. 224 ext.	Academic Advisor Assignments		Student Development	Linda Lewis	Ext. 2218	A118
Ray Scaffa	Academic Records		Registrar	Mary Louise Brown	Ext. 2252	A121
Linda Lewis	Accidents		Student Development	Ray Scaffa	Ext. 2251	A120
ing Annette Roberson Ext. 2220 Annette Roberson Ext. 2221 Ining Certler Martha Swain Ext. 2243 Ining Certler Martha Swain Ext. 2243 Ining Certler Martha Swain Ext. 2243 Ining Anna Boyce Ext. 2263 Ining Advisor Daha Sawyer Ext. 2260 Ining Advisor Cherite Boyce Ext. 2262 Ining Advisor Andrea Williams Ext. 2262 Ining Advisor Ext. 2262 Ining Lewis Brown Ext. 2255 Ining Lewis Brown Ext. 2255 Ining Lewis Brown Ext. 2265 Ining Lewis Brown Ext. 2265 Ining Lewis Brown Ext. 2263 Intuction Dr. Gene Lollin Ext. 2261 Ining Lewis Brown Ext. 2263 Intuction Dr. Gene Lollin Ext. 2241 Intuction Dr. Gene Lollin Ext. 2241 Intuction Dr. Gene Lollin Ext. 2241 Intuction Brown Ext. 2241 In	Address Change		Student Development	Linda Lewis	Ext. 2218	A118
Annette Roberson         Ext. 2221           ning Center         Martha Swain         Ext. 2243           ning Center         Martha Swain         Ext. 2243           envices         Sonya Phelyos         Ext. 2259           ent         Anna Boyce         Ext. 2250           ent         Daher Sawyer         Ext. 2250           inion         Daher Sawyer         Ext. 2250           nement         Debra Williams         Ext. 2251           nor         Cherrie Boyce         Ext. 2251           chair         Rhonda Wetts         Ext. 2252           ervices         Andrea Williams         Ext. 2252           ervices         Andrea Williams         Ext. 2252           ent         Ray Scaffa         Ext. 2251           sent         Angela Godfrey-Dawson         Ext. 2251           Many Louise Brown         Ext. 2252           Many Louise Brown         Ext. 2254           Many Louise Brown         Ext. 2241	Admissions		Admissions & Testing	Kenny Krentz	Ext. 2220	A117
Martha Swain Ext. 2243 Ama Boyce Ext. 2233 Anna Boyce Ext. 2253 Anna Boyce Ext. 2250 Diane Sawyer Ext. 2250 Diane Sawyer Ext. 2250 Debra Williams Ext. 2220 Rhonda Watts Ext. 2220 Rhonda Watts Ext. 2220 Andrea Williams Ext. 2224 Ray Scaffa Ext. 2224 Angela Godfrey-Dawson Ext. 2224 Angela Godfrey-Dawson Ext. 2224 Angela Godfrey-Dawson Ext. 2251 May Louise Brown Ext. 2251 May Louise Brown Ext. 2251 May Louise Brown Ext. 2251 Dr. Gane Loffin Ext. 2261 Chemie Boyce Ext. 2262 Chemie Boyce Ext. 2263 Dr. Gane Loffin Ext. 2263 Dr. Gane Loffin Ext. 2264 Debra Williams Ext. 2244	Application Information		Admissions Office	Annette Roberson	Ext. 2221	A118
Martha Swain         Ext. 2243           Anna Boyce         Ext. 2290           Sonya Phelps         Ext. 2290           John Boyce         Ext. 2290           Diane Sawyer         Ext. 2260           Diane Sawyer         Ext. 2260           Cherrie Boyce         Ext. 2232           Cherrie Boyce         Ext. 2233           Cherrie Boyce         Ext. 2261           Ronda Welts         Ext. 2264           Ray Scaffa         Ext. 2224           Ray Scaffa         Ext. 2224           Ray Scaffa         Ext. 2224           Angela Godfrey-Dawson         Ext. 2255           Linda Lewis         Ext. 2225           Mary Louise Brown         Ext. 2256           Cherrie Boyce         Ext. 2256           Cherrie Boyce         Ext. 2267           Cherrie Boyce         Ext. 2241           Whitehles Rheep         Ext. 2241           Cherrie Boyce         Ext. 2241           Cherrie Boyce         Ext. 2241           Cherrie Boyce         Ext. 2241           Cherrie Colline         Ext. 2241	Career Counseling		Counseling & Career Dev.	Martha Swain	Ext. 2243	A123
Anna Boyce Ext. 2290 Sonya Phelps Ext. 2253 Anna Boyce Ext. 2253 Anna Boyce Ext. 2255 Dane Sawyer Ext. 2290 Dane Sawyer Ext. 2250 Debra Williams Ext. 2232 Cherrie Boyce Ext. 2223 Andrea Williams Ext. 2224 Ray Scaff Ext. 2224 William Sterritt Ext. 2224 Angela Godfrey-Dawson Ext. 2224 Angela Godfrey-Dawson Ext. 2225 May Louise Brown Ext. 2224 (full-time faculty only) Ext. 2244 Debra Williams Ext. 2234	Career Development Resources		Career & Life Planning Center	Martha Swain	Ext. 2243	A123
Sonya Phelos Ext. 2253 Sonya Phelos Ext. 2260 Diene Sawyer Ext. 2290 Diene Sawyer Ext. 2290 Diene Sawyer Ext. 2292 Cherrie Boyce Ext. 2282 Cherrie Boyce Ext. 2282 Rhonda Watts Ext. 2204 Rhonda Godfray-Dawson Ext. 2251 Inda Lewis Brown Ext. 2263 Mary Louise Brown Ext. 2263 Cherrie Boyce Ext. 2263 Dr. Gene Loffin Ext. 2263 Dr. Green Loffin Ext. 2243 Debra Williams Ext. 2244	Catalogs, Brochures, Applications		Admissions Office	Anna Boyce	Ext. 2290	A118
Anna Boyoe Ext. 2290 Diane Sawyer Ext. 2250 Dobra Williams Ext. 2250 Cherrie Boyce Ext. 2281 Mary Louise Brown Ext. 2281 Rhonda Watts Ext. 2282 Rhonda Watts Ext. 2283 Rhonda Williams Ext. 2284 Ray Scaffa Ext. 2224 Ray Scaffa Ext. 2224 Mary Louise Brown Ext. 2225 Mary Louise Brown Ext. 2223	Child Care Information		Student Support Services	Sonya Phelps	Ext. 2253	B101
Diane Sawyer Ext. 2250 Debra Williams Ext. 2232 Cherrie Boyce Ext. 2232 Cherrie Boyce Ext. 2232 Andrea Williams Ext. 2209 Andrea Williams Ext. 2204 Andrea Williams Ext. 2224 Angela Godfrey-Dawson Ext. 2224 Angela Godfrey-Dawson Ext. 2225 May Louise Brown Ext. 2226 May Williams Ext. 2241 (tul-time faculty only) Ext. 2243	Class Schedules		Student Development	Anna Boyce	Ext. 2290	A118
Cherrie Boyce Ext. 2232 Cherrie Boyce Ext. 2261 Mary Louise Brown Ext. 2262 Rhonda Wetts: Ext. 2204 Andrea Williams Ext. 2224 Ray Scaffa Ext. 2224 Angela Godfrey-Dawson Ext. 2226 Linda Lewis Ext. 2234 Angela Godfrey-Dawson Ext. 2226 Linda Lewis Brown Ext. 2226 Mary Louise Brown Ext. 2265 Mary Louise Brown Ext. 2265 Cherrie Boyce Ext. 2267 Dr. Gene Loffin Ext. 2241 (tull-time Boulty only) Ext. 2243 Debra Williams Ext. 2244	Continuing Education Classes	-	Continuing Education	Diane Sawyer	Ext. 2250	E129
Cherrie Boyce Ext. 2281 Mary Louise Brown Ext. 2262 Rhonda Wafts: Ext. 2296 Andrea Williams Ext. 2224 Ray Scaffa Ext. 2224 Angels Godfrey-Dawson Ext. 2225 Mary Louise Brown Ext. 2224 Christian Ext. 2225 Mary Louise Brown Ext. 2224 Christian Ext. 2224 Christian Ext. 2223 Debra Williams Ext. 2223	Cooperative Education	U	to-op & Job Placement	Debra Williams	Ext. 2232	E214
Mary Louise Brown Ext. 2252 Rhonda Watts: Ext. 2209 Andrea Williams Ext. 2224 Ray Scaffa Ext. 2224 Ray Scaffa Ext. 2251 William Sterritt Ext. 2243 Angela Godfrey-Dawson Ext. 2243 Angela Godfrey-Dawson Ext. 2252 Mary Louise Brown Ext. 2252 Mary Louise Brown Ext. 2252 Cherrie Boyce Ext. 2252 Cherrie Boyce Ext. 2252 Cherrie Boyce Ext. 2252 Cherrie Boyce Ext. 2253 Cherrie Boyce Ext. 2252 Mary Louise Brown Ext. 2252 Debra Ray Brown Ext. 2252 Debra Ray Brown Ext. 2243 Debra Williams Ext. 2244	Course Placement	_	Admissions & Testing Advisor	Cherrie Boyce	Ext. 2281	A125
Rhonda Watts Ext. 2204 Andrea Williams Ext. 2224 Ray Scaffa Ext. 2251 William Sterritt Ext. 2343 Angela Godfrey-Dawson Ext. 2225 Linda Lewis Ext. 2218 Mary Louise Brown Ext. 2252 Cherre Boyce Ext. 2252 Cherre Boyce Ext. 2251 Dr. Gene Loffin Ext. 2241 Muchells Sheep Ext. 2241 Detra Williams Ext. 2232 Detra Williams Ext. 2243	ΕP	œ	legistrar	Mary Louise Brown	Ext. 2252	A121
Rhonda Watts Ext. 2209 Andrea Williams Ext. 2224 Ray Scaffa Ext. 2224 Ray Scaffa Ext. 2231 William Slemti Ext. 2343 William Slemti Ext. 2343 Angela Godfrey-Dawson Ext. 2225 Linda Lewis Ext. 2226 Mary Louise Brown Ext. 2225 Cheme Boyce Ext. 2225 Cheme Boyce Ext. 2231 Dr. Gene Loffin Ext. 2231 Michelle Sheep Ext. 2241 Michelle Sheep Ext. 2243 Debra Williams Ext. 2234 Debra Williams Ext. 2234	Curriculum Change A	<	dvisor / Counselor			
Andrea Williams Ext. 2224 Ray Scaffa Ext. 2251 William Sterritt Ext. 2343 Angela Godfrey-Dawson Ext. 2245 Linda Lewisf Ext. 2216 Mary Louise Brown Ext. 2252 Mary Louise Brown Ext. 2252 Mary Louise Brown Ext. 2252 Cherrie Boyce Ext. 2252 Cherrie Boyce Ext. 2252 Dr. Gane Loffin Ext. 2241 (full-time Boulty only) Michelle Sheep Ext. 2243 Debra Williams Ext. 2243 Debra Williams Ext. 2248	Developmental Studies D	Ω	ev. Studies Dept. Chair	Rhonda Watts	Ext. 2209	A243
Ray Scaffa Ext. 2251 William Sterritt Ext. 2343 Angela Godfrey-Dawson Ext. 2225 Linda Lewis Ext. 2216 Mary Louise Brown Ext. 2252 Cherre Boyce Ext. 2252 Cherre Boyce Ext. 2261 Dr. Gene Loffin Ext. 2281 Michelle Sheep Ext. 2241 Detra Williams Ext. 2243 Detra Williams Ext. 2248	Disadvantaged Student Assistance S	တ	tudent Support Services	Andrea Williams	Ext. 2224	C102
William Sterrit Ext. 2343 Angela Godfrey-Dawson Ext. 2226 Linda Lewis Ext. 2218 Mary Louise Brown Ext. 2252 Cherre Boyce Ext. 2254 Offerne Boyce Ext. 2281 Dr. Gene Loffin Ext. 2281 Michelle Sheep Ext. 2241 Debra Williams	Disciplinary Procedures	0)	Student Development	Ray Scaffa	Ext. 2251	A120
William Sterritt Ext. 2343 Argeled Godfrey-Dawson Ext. 2226 Linda Lewis Ext. 2216 Mary Louise Brown Ext. 2255 Mary Louise Brown Ext. 2255 Cherrie Boyce Ext. 2237 Creme Boyce Ext. 2237 (Ultillime Boyce) Ext. 2241 (Williame Boyce) Ext. 2241 (Williame Boyce) Ext. 2241 (Williame Sheep Ext. 2243 Debra Williame Ext. 2248 Debra Williams Ext. 2248	Dropping/Adding Courses A	<	cademic Advisors			
Angela Godifuey-Dawson Ext. 2225 Linda Lewis Ext. 2218 Mary Louise Brown Ext. 225 Gharrie Boyce Ext. 225 Cherrie Boyce Ext. 2281 Dr. Gene Loffin Ext. 2241 Muchells Sheep Ext. 2248 Debra Williams Ext. 2248	Evening Classes	ш	vening Director	William Sterritt	Ext. 2343	A116
Linda Lewis Exr. 2218 Mary Louise Brown Ext. 2255 Mary Louise Brown Ext. 2255 Chem's Boyce Ext. 2281 Dr. Gene Loflin Ext. 2241 (full-time faculty only) Ext. 2241 Michelle Sheep Ext. 2248 Debra Williams Ext. 2248	Financial Aid S	(C)	cholarship & Student Aid	Angela Godfrey-Dawson	Ext. 2225	A122
Mary Louise Brown Ext. 2252 Mary Louise Brown Ext. 2255 Cherrie Boyce Ext. 2281 Dr. Gene Loffin Ext. 2241 (full-time faculty only) Michelle Sheep Ext. 2248 Debra Williams Ext. 2248	First Aid S	(V)	student Development	Linda Lewis	Ext. 2218	A118
May Louise Brown Ext. 2252 Chem's Boyce Ext. 2281 Dr. Gene Loffin Ext. 2241 (full-time faculty only) Ext. 2248 Debra Williams Ext. 2232	Grades	٠,	Student Records	Mary Louise Brown	Ext. 2252	A121
Cherrie Boyce Ext. 2281 Dr. Gene Loffin Ext. 2241 (full-time faculty only) Michelle Sheep Ext. 2248 Debra Williams Ext. 2238	Graduation	_	Registrar	Mary Louise Brown	Ext. 2252	A121
Dr. Gene Loflin Ext. 2241 (full-time faculty only) Michelle Sheep Ext. 2248 Debra Williams Ext. 2332	Housing	`	Admissions	Cherrie Boyce	Ext. 2281	A125
(full-time faculty only) Michelle Sheep Debra Williams Ext. 2232	Instructional Concerns		Vice President, Instruction	Dr. Gene Loflin	Ext. 2241	A102
Michelle Sheep Ext. 2248 Debra Williams Ext. 2232	Instructor's Office Hours		Instructor's Office Door	(full-time faculty only)		
Debra Williams Ext. 2232	Insurance (student accident)	_	Business Office	Michelle Sheep	Ext. 2248	A129
	Job Placement		Co-op & Job Placement	Debra Williams	Ext. 2232	E214

### PROGRAMS & SERVICES

Library Services	Learning Resources Center	Bob Schenck	Ext. 2268	B108
Parking Decals	Business Office	Michelle Sheep	Ext. 2248	A129
Personal Counseling / Referrals	Counseling & Career Dev.	Martha Swain	Ext. 2243	A123
Placement Testing	Admissions & Testing	Cherrie Boyce	Ext. 2281	A125
Public Information	Marketing & Communications	Dawn McAvoy	Ext. 2255	A137
Refunds	Student Development	Ray Scaffa	Ext. 2251	A121
Registration	Academic Advisors			
Residency Requirements	Student Development	Ray Scaffa	Ext. 2251	A121
Security	Switchboard		0	Lobby
Scholarships	Scholarships & Student Aid	Angela Godfrey-Dawson	Ext. 2225	A122
Sexual Harassment	Students	Ray Scaffa	Ext. 2251	A121
	Faculty / Staff	Wendy Brickhouse	Ext. 2236	A108
Student Activities / Clubs	Student Development	Judy Gordon	Ext. 2277	A119
Student Senate	Student Development	Judy Gordon	Ext. 2277	A119
Student Rights & Responsibilities	Student Development	Ray Scaffa	Ext. 2251	A121
Students with Disabilities	Student Support Services	Andrea Williams	Ext. 2224	C102
Textbooks	Bookstore	Gwen Davis	Ext. 2237	Student
				Center
Transcript Evaluations	Registrar	Mary Louise Brown	Ext. 2252	A121
Transcripts	Registrar's Office	Linda Lewis	Ext. 2218	A118
Tutorial Services	Student Support Services	Robin Pavey	Ext. 2244	C101
Veterans' Educational Benefits	Registrar	Mary Louise Brown	Ext. 2252	A121
Withdrawal from Courses	Academic Advisors			
Work Study Program	Scholarships & Student Aid	Renee Shannon	Ext. 2254	A114

For programs and services at the Dare County Campus, the Chowan County Center, and other off-campus sites, consult the Dean/Assistant Dean/Coordinator in the site's main office.

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### A Quick Reference Guide to Programs and Services in the Local Community Who Do I Call?

		1077	200	0007
	ADA Coordinator335 4467	335 448/	Highway Patrol	24300
	Albernarie Hopeline338-5338	338-5338	Hopeline Crisis Line 338-3011	8-3011
	Albemarle Hospital335-0531	335-0531	Hospice Home Care 338-4066	8-4066
	Albemarle Mental Health.	335-0803	Housing Authority335	5-1633
	Albamarle Regional Health Sarvices 338-4400	338-4400	Independent Living Rehabilitation 338-0175	8-0175
	Alcoholics Anonymous338-1849	338-1849	Internal Revenue331-4746	1-4746
	Ask-A-Nurse 1-800-832-8836	-832-8836	Magistrate331-4758	1-4758
	Batter Business Bureau 1-800-825-7955	I-825-7955	Narcotics Anonymous335-2895	5-2895
	Board of Elections 335-1739	335-1739	National Resource Center1-800-424-8802	4-8802
	Care Line 1-800	-662-7030	N.C. Dapt, of Insurance's	
	Catholic Social Ministries	426-7717	Consumer Services Division1-800-662-7777	12-7777
	Central Communications	331-1500	Parks & Recreation338	8-3981
	Chambar of Commerce335-4365	335-4365	Partnership for Children 333-1233	3-1233
1	_		Poison Center1-800-848-6946	3-6946
1	_		Police335	5-4321
	Clerk of Court		Prevent Child Abusa N.C1-800-354	4-KIDS
	Community Penalties		Probation and Parole331	1-4806
	Consumer Credit Counseling 335-9160		Public Library335-2473	5-2473
	Cooperative Extension Services 338-3954		Red Cross	5-2185
	Developmental Evaluation 338-4044		Register of Deeds 335	5-4367
	Driver's License 331-4776		Rescue Squad 335	5-5558
	Economic Improvement Council 335-5493		Salvation Army338-4129	8-4129
	Emergency Managament 335-4444		Senior Center	8-3981
	Emergency Medical Services 335-1524	335-1524	Sheriff336	8-2191
	Employment Security Commission 331-4798	331-4798	Social Security & SSI Benefits 338-1155	8-1155
	Family Resource Center 331-2214	331-2214	Social Services338-2126	8-2126
	FBI335-0800	335-0800	Tax Office	8-6107
	Fire Marshal335-7649	335-7649	Transportation, Inter-County Public 338	8-4480
	Food Bank of the Albemarle 335-4035	335-4035	Veterans Affairs331-4741	1-4741
	Friends of the Court 338-1414	338-1414	Vocational Rehabilitation331-4768	1-4768

### A Quick Reference Guide to Dare Campus Resources

Academic Advising	Student Development	Emily Robertson	Ext. 223
Academic Records	Student Development	Malinda Lathan	Ext. 222
Admissions	Student Development	Emily Robertson	Ext. 223
Career Development Resources	Student Support Services	Kathryn Lamb	Ext. 227
Child Care Information	Student Support Services	Kathryn Lamb	Ext. 227
Class Schedules	Student Development	Malinda Lathan	Ext. 222
Continuing Education Classes	Continuing Education	Kim Spencer	Ext. 285
Cooperative Education	Cooperative Education	Kathryn Lamb	Ext. 227
Disadvantaged Student Assistance	Student Support Services	Kathryn Lamb	Ext, 227
Dropping/Adding Courses	Student Development	Malinda Lathan	Ext. 222
Financial Aid Scholarships	Student Development	Emily Robertson	Ext. 223
Grades	Student Development	Malinda Lathan	Ext. 222
Library Services	Learning Resources Center	Marion Heller	Ext. 230
Personal Counseling/Referrals	Student Development	Emily Robertson	Ext. 223
Placement Testing	Student Development	Emily Robertson	Ext. 223
Refunds	Cashier	Connie Mizelle	Ext, 248
Registration	Student Development	Malinda Lathan	Ext. 222
Student Clubs/Activities	Student Development	Emily Robertson	Ext. 223
Students with Disabilities	Student Support Services	Kathryn Lamb	Ext. 227
Transcripts	Student Development	Malinda Lathan	Ext. 222
Tuition/Fees Payments	Cashier	Connie Mizelle	Ext.248
Tutorial Services	Student Support Services	Kathryn Lamb	Ext. 227
Withdrawal from Courses	Student Development	Malinda Lathan	Ext. 222

### A Quick Reference Guide to Dare County Resources

Animal Shelter, Dare Co.	473-1101	Medical Center, Outer Banks	441-7111
Chamber of Commerce	441-8144	Mental Health, Substance Abuse	473-1135
Clarks Food Pantry	261-2016	Ministerial Association	441-6592
Commissioners	473-1101	Police Department, KDH	480-4036
Driver License Office	473-2143	Police Department, Manteo	473-2069
Elections, Dare Co.	473-1101	Police Department, NH	441-6386
Food Pantry, Cape Hatteras	995-5772	Red Cross, Dare County	473-3366
Food Pantry, Mt. Olivet Ch.	473-5768	Social Services	473-1471
Foundation, Community	261-8839	Thrift Shop, Manteo	473-5121
Health Department	473-1101	Thrift Shop, Rodanthe	987-2442
Hotline Inc.	473-3366	Veterans Service Office	473-1101
Library, Manteo	473-2372	Voluntary Action Center	480-0500

### STUDENT ACTIVITIES

College of The Albemarle offers students the opportunity to participate in a number of extracurricular activities which enhance the educational experience. A variety of student interests are met through the Student Government Association, cultural events, recreational and athletic programs, club activities, and informative workshops.

Students may participate in the Student Government Association as elected and appointed Student Senate Officers and Senators. The SGA President or designee serves as ex-officio member of the Board of Trustees. Student representatives serve as voting members of college committees including the College Disciplinary Appeals Committee, The Student Affairs Committee, and ad-hoc committees

Student activity fees are utilized by the Student Government Association to support dances, concerts, intramural sports, conferences, and cultural events. Any expenditure from the student activity fee fund must directly benefit students.

Active student clubs vary from year to year and may vary from campus to campus according to student interest. A partial list of student clubs includes Cosmetology, Computers, Literary Round Table, Nursing, Student Voice Newspaper, Students Against Drunk Driving, and Travel Clubs. Students who wish to form a new club should contact the Director of Student Activities.

Performing groups including the COA Band, Choral Group, and COAST players provide students opportunities to utilize their talents in shows on campus and in the community.

Membership in the college's international honor society, Phi Theta Kappa, is by invitation to students who demonstrate high scholastic standing, character, leadership, and service while attending College of The Albemarle.

The Department of Allied Health and Wellness offers intramural sports. Participation in intramural sports is voluntary, and no college credit is awarded. Activities offered through the intramural program are correlated with those taught in physical education courses to provide students an opportunity to practice their skills in actual competition.

For more information on student activities, please contact the following:

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Chowan County Center	Ella L. Holley	482-7900		
Dare Conty Campus	Emily G. Robertson	473-2264	Ext. 223	DC113
Flizabeth City Campus	Judy A. Gordon	335-0821	Ext. 2277	A 119

### CAMPUS SECURITY

If you are a witness to or victim of a crime, it is critical that it be reported immediately to a Campus Security Officer or Campus Police who patrol campus.

### LOST AND FOUND

If you lose an article, report it to a Campus Security Officer immediately.

Lost and found articles and inquiries should be directed to the Switchboard Operator/Information

Center at the campus where the item is lost.

### TIPS FOR A SAFE CAMPUS

- Do not leave personal property in public areas.
- Keep a good grip on your purse.
- Carry with you only what you need.
- Keep your distance from anyone who seems suspicious.
- Stay alert to your surroundings.
- Lock the doors to your vehicle.
- Do not accept a ride from anyone you do not know.
- Report perceived safety hazards to Campus Security.
- If taking night classes, stay in lighted areas only and use the buddy system when
  possible.

### EMERGENCY COLLEGE CLOSINGS

In the event of an Emergency College Closing because of inclement weather (snowstorms, hurricanes), students can get the latest information by listening to the following radio stations:

WCNC - 1240 AM	WOBR - 95.3 FM	WRVS - 89.9 FM
WZBO - 1260 AM	WRSF - 105.7 FM	WNHW - 97.1 FM
WKJX - 96.7 FM	WFMZ - FM 105	WYND - 92.3 FM
WGAI - AM 56	WVOD - 99.1 FM	WFMZ - 105 FM
WCXL - FM 104	WERX - 102.5 FM	WOBX - 98.1 FM

TV stations listing current information about college closings are as follows:

WNCT - TV	WITN - TV	WCT1 - TV	Adelphia Cable
WAVY - TV	WTKR - TV	WVEC - TV	Channel 8

For taped messages announcing the status of the college, you may call the following:

Elizabeth City Campus	(252) 335-0821
Dare County Campus	(252) 473-2264
Chowan County Center	(252) 482-7900

### First Aid Kit Locations

Bobby Adams	A217	Chemistry
Charles Purser	C155	Drafting
Mark Cartwright	C153	Heating & AC Shop
Cathy Clair	A242	2nd Floor A Building
Nancy Farmer	E205	Occupational Education
Dara Harrell	C145	Cosmetology
Ron Hostutler		Maintenance Office
Lynn Hurdle-Winslow	Chowan County Center	Front Desk
	Chowan County Center	Carpentry Class
Joy Johnson		Learning Center
Patricia Lee		Switchboard
Jerry Leete	A206	Science Department
O. McNary	C139	Electrical Shop
Stanley Nixon	C138	Machine Shop
Emily Robertson	Dare County Campus	Student Development
Diane Sawyer	E129	Continuing Education
Bob Schenck	B108	Library
William Sterritt	Al16a	Evening Director

### Grade Point Average (GPA) Computation

Your semester grade point average is calculated by dividing the number quality points earned in a semester by the number of credit hours attempted in a semester. Your cumulative grade point average is figured the same way using totals from all semesters.

Example: John Doe attended COA last spring semester. He enrolled in five classes and his final grades were as follows:

Course	Grade	Semester Hrs.		Quality Points		Totals
ENG 111	A	3	x	4	-	12
BIO 111	C	4	x	2	200	8
MAT 161	В	3	x	3	=	9
HIS 121	В	3	X	3	=	9
PED 130	A	1	x	4	===	4
		14				42

 $\frac{3.00}{\text{Divide:}} \qquad = \text{Grade Point Average}$ 



### A COMPASS FOR CAMPUS

PLANNING FOR PERSONAL SUCCESS



"The 7 Habits of Highly Effective People" - source for much of the Compass for Campus content - is copyrighted and trademarked content of Franklin Covey Co., www.franklincovey.com, and is used herein under license. All rights reserved.



### FACT

A day only has 24 hours.

### FACT

You need at least 7-9 hours to sleep. You also need time to eat and relax. Your time is valuable. Unless you have the proverbial memory of an elephant, you will not remember everything you need to do today, temorrow, next month . . .



Use this students set goals planner and get organized.

Read the next few pages to discover how to make the most of it!

WHAT MATTERS MOST

### Discover WHAT MATTERS MOST'

Examples: family, independence, your fraternity or scrarity, a successful career... Feeling in control starts at square one. Discover who you are. What do you value most? How do you make choices? What does your future hold? What is truly important?

### Plan WHAT MATTERS MOST

Example: Talk to my acudemic advisor before Navember 1st.

Time for the next step. Where do you want to be? What do you need to do to get there? Set some goals. Plan your month. Plan your week. Make it challenging ... but be realistic!

### Act UPON WHAT MATTERS MOST'

Example: Do research for English essay today. Ready for some action? Plan your day. List and prioritize your tasks – important things first. Think about your purpose, roles and goals. And...make it happen!



DISCOVER WHAT MATTERS MOST

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To discover what matters most, take three steps: begin with identifying your persanal values. Next, determine your key roles and relationships. Then, reflect on your mission, your purpose, your hopes and dreams.

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### Your personal values

This is where it all starts. What is important to you? What do you value in others? How would you like to be remembered? Make a list! Then, prioritize your values and write a statement clarifying the meaning of each value for you personally. Examples of personal values: honesty, humor, patience, integrity, respect, spirituality, or fitness.

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### Your roles and relationships

Take a few minutes to define some of your key roles. What is your role at home? On campus? Who are you: a partner, friend, roommate, parent, mentor, learner, advisor... What are some of the responsibilities that go with each role?



D

### Your mission

Your mission is your unique purpose. It's what gives your life direction. Writing your own

mission statement will take some deep reflec-

tion on who you are and what you would like to accomplish. Completing the phrases below will help you get started:

Some af the most important things in my life are:	
	-
My greatest moments of happiness and fulfillment are:	
Some of my dreams are:	
	- V
I am motivated by and passionate about:	- 4
ly greatest moments of happiness and fulfillment are:  ome of my dreams are:	- 4
	- 4
My natural gifts, talents, strengths, and abilities include:	
	- Carl
In five years, I will be:	

www.premieragendas/hed/student/mission.php.
Your mission statement is constantly evolving.

PREMIER"

4

Get started! Go to

Revisit it regularly.



PLAN WHAT MATTERS MOST

Plan what matters most. Set some goals! Goals are the concrete expression of what's most important to you. They help you focus your efforts. They break down a dream into specific, achievable tasks. Make your dreams come true...

### SET GOALS, BUT REMEMBER TO MAKE THEM SMART:

SPECIFIC Specific goals state exactly what you want to accomplish. They are not vague or confusing, but clear and concise!

I want to

buy a used computer.

MEASURABLE Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way.

I will save enough money to buy it before the next semester.

ACTION - ORIENTED Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.

l will set aside \$25 each week.

REALISTIC Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.

I can afford to save this money.

TIMELY Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. Timely goals have a specific deadline.

I will achieve my goal by the end of this semester.

"A goal is a dream with a deadline."





### THE TIME MATRIX™

How do you spend your time? Think of your daily activities. How do you decide what to do first? The four guadrants of the Time Matrix help you categorize activities in terms of two keywords: important and urgent.

Important - Goals, Values. Urgent - Tasks that call Activities that contribute for immediate attention. toward your mission.

Focusing on activities in quadrant 2 (important, not urgent) will help you improve your personal effectiveness.

### URGENT

### IMPORTANT URGENT

- Fram tomorrow Pay phone bill
  - today

MPORTAN

z

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- Project due today
- Roommate becomes ill

### NOT IMPORTANT URGENT

- Ringing phone Unnecessary work
- Trivial questions Interruptions

### NOT IMPORTANT NOT URGENT

- Procrastination
  - Too much TV Excessive Web surfing

IMPORTANT NOT URGENT

Date with friend

academic advisor

4

Essay due in

30 days

Call home Visit with

Reading comic strips

### FIRST THINGS FIRST™

- Spend time on important things before they become urgent (02).
- Don't be ruled by urgency. Never avoid important work because of merely urgent tasks.
- Do important things early. Waiting until they're urgent just increases your stress level.
- After classes, review what work needs to be completed.
- Prioritize your tasks. Complete them in that order.



### "Things which matter most must never be at the mercy of things which matter least."

GOETHE

Long-range goals are the basic basics TM of planning. They are the concrete expression of your values and mission in your daily actions. Long-range goals can be personal, academic or work-related. Whatever they are, setting goals can help you achieve them.

### WHEN SETTING YOUR LONG-RANGE GOALS:

- Remember to review what matters most to you.
- Make sure you set SMART goals (p. 5).
  - Use the monthly planning pages to record your goals.
- Record academic goals on the project planning or goal setting pages (p. 14-21).

### MAKE IT EASY ON YOURSELF!

Break down your goals into small, intermediate tasks and work toward them one step at a time:

- 000-0 List and prioritize the intermediate steps required to complete the goals.
- Assign a timeline to each step.
  - Determine the tasks associated with completion of each step.
- Schedule individual tasks on the monthly and weekly pages of your planner.

### MONTHLY GOALS / LONG-RANGE PLANNING.

History Project (due 11/3): Complete the project at least one week before the due date so I have time to review. I will:

- make a rough outline of all the steps (10/17)
  - set aside at least three hours each week

7

Ready to achieve your goals? Start planning ...

### WEEKLY PLANNING

Use your weekly planning pages to record your weekly goals. Do it right at the beginning of the week. This will help you stay focused and accomplish your most important tasks. Make the weekly planning process your ...

### **Habit for Success:**

- Review your values, roles, and mission. These determine **What Matters Most**\*!
- Evaluate last week's choices. Were they in line with your values and priorities?
- 3 Check your monthly pages and review your long-range goals.
- Schedule your weekly goals.

### Remember . . .

dinner, call home.

Weekly goals are not typical daily action or "to do" items. They are your priorities, your "big rocks" for the upcoming week. Weekly goals include activities such as relationship building, personal development, preparation: activities that are directly related to what matters most to you. Choose only a few big rocks for each week. Setting too many weekly goals limits your ability to focus and accomplish what you set out to do. Examples of weekly goals: finish the Aztec report, talk to my academic advisor, go for a run at least three times this week, take Suzanne out for

"First plan the big rocks, then schedule the pebbles." This is where it all comes together.
You turned your dreams into goals...



your goals into plans . . . The next step? Make it happen!

### DAILY PLANNING

Daily planning allows you to prioritize your daily tasks and stay focused. Follow these steps to plan your day:

- Review the previous day for any unfinished activities.
- 2 List your things to do for today. Be realistic!
- Prioritize your tasks, giving each an A, B or C value.
   Number each task to determine the order in which they will be completed.
  - Act upon your plan!

### PRIORITIZE

Plan carefully! Prioritizing your tasks is a simple way of helping you focus on what matters most. Far each of your tasks decide whether they are:

- (A) Vital Your big rocks! Extremely important tasks that affect your weekly goals and must be done today.
- (3) Important Important tasks that must be done soon. Examples: projects, class preparation, buying a birthday gift for a friend, and other time-driven (urgent) activities or personal priorities.
- © Optional Or ... trivial. Examples include getting a haircut, a visit to the mall, or reorganizing your bookshelves. Do these when you have some extra time.

### HOW TO BEAT PROCRASTINATION

- · Don't wait to do the important tasks. Start now!
- Reward yourself when you complete a task.
- Work with and encourage others. Let them encourage you.
- . Be in control. Just let the phone ring!

"Never put off till tomorrow that which you can do today."





### Preparing for Class

### Reading Textbooks

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Do the assigned reading well in advance.

Before class, take a few minutes to refresh your knowledge and review your notes from the previous class.

- Survey the text for headings, keywords, or summaries.
- Estimate the amount of time needed to read the entire section.
- Plan to read a specific number of pages in a limited time period.
- Underline key ideas and write notes during your actual reading.
- Don't be afraid to write notes or draw arrows directly in your textbook.
- Recite the material to yourself; know what you have read.

### CRITICAL THINKING:

Think Abstract? Loofinkey los, patterns, and recurring principles.

Think Creative! Find new possibilitie

or a termobile solutions, oralinecorn.

Think Objective! Distinguish between facts and opinions: whom's true?

Think Procise! Organize your deas: he clear.

Be an active listener.

Don't write down everything.

Listen for and record main ideas and supporting facts.

Leave sufficient white space to allow you to add notes later on. After class, quickly review your notes.

Add explanatory notes or highlight important facts.

Recite your notes to yourself, or teach the material to a friend.

Apply what you're learning as soon as possible.

Taking Notes

Remembering

### Studying for an Exam

- Ask your instructor what type of test it will be (essay, multiple choice).
- How long will the exam last, and how will it be graded?
- Study regularly throughout the course.
- Set up a study schedule and review all materials well before the test.
- Write out likely questions and answer them.
- Form a study group, discuss views, and quiz your partners.
- Get enough rest the night before the exam.

### TAKING AN ESSAY EXAM

- Survey the entire exam and note the questions that are easy for you.
  - Estimate how much time you have to answer each question.
- Answer easier questions first to build your confidence.
  - Read questions several times to ensure you understand what is being asked.
- Underline keywords such as analyze, discuss, define, or describe.
- Take a few moments to brainstorm and create a rough outline.
- Support each major idea with specific examples and detailed information.
- Remember to begin each answer with an introduction.
- Conclude by briefly summing up your answer.

### TAKING A MULTIPLE CHOICE TEST

- Read each question carefully.
- Before looking at the possible answers, form an answer in your mind.
- Read each possible answer carefully before making a choice.
- Watch for words such as always, never, only, or except.
  - Don't change your initial answer unless you're absolutely certain it's wrong.



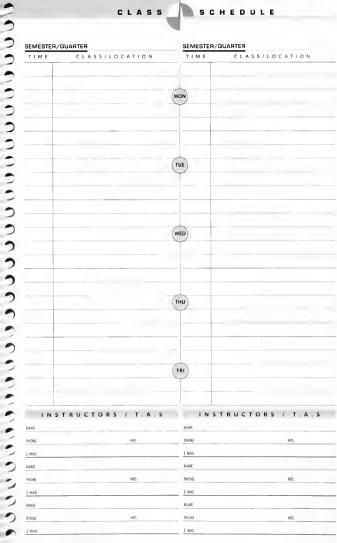
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- Talk to an academic advisor and explore your oreas of interest. One of these could become your major!
- \* Make a list of all your required and elective courses.
- \* Obtain a future course schedule from your faculty.
- Use your future planning pages (p. 22,23) to plan your courses.
- Revise your plan any time courses or requirements change.

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### PROJECT PLANNING

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#### GOAL SETTING

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COUR	SE	GOA	L	COURSE	E	GOA	L
	RUCTOR/TA				CTOR/TA		
DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE	DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GR
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#### PLANNING

#### CLASS SCHEDULE

Most colleges and universities offer future class schedules. Obtain a copy of this schedule and list the classes you might take in the left-hand column. Plan a tentative schedule in the center colum. The right-hand column is used to record your actual schedule. As you complete the classes, recore the date completed and the grade received on your Graduation Requirements Form (see p.24).

	SEMESTER   1   QUARTER	
POSSIBLE CLASSES	SEMESTER   1   QUARTER	ACTUAL SCHEDULE
	-	
	SEMESTER 2 QUARTER	
POSSIBLE CLASSES	SEMESTER 2 QUARTER	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE
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POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE
POSSIBLE CLASSES	SEMESTER 2 QUARTER TENTATIVE SCHEDULE	ACTUAL SCHEDULE

## FUTURE

こうつうりょうつうつうつうつうつう

#### PLANNING

CLASS SCHEDULE

SEMESTER 3 QUARTER TENTATIVE SCHEDULE ACTUAL SCHEDULE POSSIBLE CLASSES SEMESTER 4 QUARTER CLASSES

#### GRADUATION

#### REQUIREMENTS

SENERAL EDUCATION REQUIREMENTS	DATE/GRADE	GENERAL EDUCATION REQUIREMENTS	DATE/GRAD
	<del> </del>		
	<u> </u>		
	<u> </u>		
	<u> </u>		-
	-		
PREREQUISITES FOR MAJOR	DATE/GRADE	PREREQUISITES FOR MINOR	DATE/GRAD
REQUIREMENTS FOR MAJOR	DATE/GRADE	REQUIREMENTS FOR MINOR	DATE/GRAD
	+		
	+		
	_		
	-		-
	+		
	-		-
ELECTIVES	DATE/GRADE	ELECTIVES	DATE/GRAD
			1

	TRACK	ING AND MAINTA
	CIAL AID INFOR	ATION
NAME OF FINANCIAL AID		
TYPE OF FINANCIAL AIO		
SOURCE		
AMOUNT		
REQUIREMENTS TO MAINTAIN		
PAYBACK REQUIREMENTS (IF ANY)		
NAME OF FINANCIAL AID		
TYPE OF FINANCIAL AID		
SOURCE		
AMOUNT		
REQUIREMENTS TO MAINTAIN		
PAYBACK REQUIREMENTS (IF ANY)		
NAME OF FINANCIAL AID		
TYPE OF FINANCIAL AID		
SOURCE		
TAUOUNT		
REQUIREMENTS TO MAINTAIN		

#### PREPARATION

GUIDE

#### Thinking about career planning? ... Think about your community!

Your community is one of your best resources for information on careers, finances, etc. See your academic advisor or counselor. Get informed!

Success doesn't happen by itself. Make a plan! Chart your course! The sooner you start, the sooner you will begin to achieve your goals. This guide

ASSESS YOURSELF

Employers are looking for certain skills and attitudes

Think about it:

- What interests and skills have you developed?
- What do you like best: working with people, things, or ideas?
- What goals and values have you set for yourself?

### **EXPLORE POSSIBILITIES**

Interested in a few careers?

Check them out:

Search the Web.

- Check them out firsthand by volunteering or working parttime.
- Get to know what they are all about through talking to people in a specific field, observing them at work, or visiting professional meetings. Network.
- Find out about internships, summer jobs, and other aptions.

Note: don't base important decisions on only one experience. Give everything a fair trial, and keep your options open.

will help you explore your career possibilities and give you some tips on reaching your destination. Enjoy the trip!

#### INFORM YOURSELF

Investigate a variety of career paths Know the facts:

- What qualifications required?
- Is there room for personal and professional growth?
- Are there jobs open now?
- What's the projected growth?
- What are the working conditions?

The more knowledge you have about a chosen career, the better your decision will be.

## PREPARE YOURSELF

Get ready. Prepare your job hunting tools

- Create a résumé and cover letter.
- Contact people for references.
- Investigate companies that interest you (check the library).

Being prepared will boost your confidence for the next stage.

#### PRESENT YOURSELF

Make vourself stand out! ON PAPER:

- Prepare a great résumé.
- Create a cover letter for each company.

#### IN PERSON:

Check the interview tips on the next few pages.

#### Components of an effective résumé:

- 1 Identification: Full name, mailing address, telephone number.
- Objective: Describe the kind of job you are looking for; be specific.
  - ) Education: School name, (expected) graduation date, GPA; special recognition for projects or awards received.
  - Experience: Describe jobs by listing name of company, job title, dates employed and duties performed. Include volunteer experiences and internships. Sometimes it is preferable to group jobs by category (such as "teaching experience").

クラウラララララララララララララララララララ

**Skills:** List basic skills and abilities as well as any special skills you may have (more suitable when you don't have much experience).

- (6) Organizations: Memberships and offices held in clubs show your ability to assume responsibility and work with other people.
- Personal Interests: List any hobbies and personal interests to help give a more rounded picture of yourself, as well as to provide conversation topics during the interview.
- References: State that references are available upon request, or list the numes and phone numbers of three or four professionals who would be glad to recommend you (make sure you get their permission first).

#### Preparing a professional cover letter

A good cover letter presents yourself: it connects your skills and experiences with specific jab requirements.

Be sure to include the exact name and title of the person responsible for hiring.

## How to complete an application form:

Fact: 75% of the applications most companies receive are messy, incomplete, completed incorrectly, or all three of these.

- Read carefully and follow directions.

  Use a black ink ballpoint pen (unless indicated otherwise).
- Da a rough copy first and correct errors before completing the actual copy.
- Answer all questions: if a question does not apply to you, write 'n/a' (not applicable) or write 'will explain during interview.'
- Be positive; do not volunteer negative experiences.
- Be honest.

## How to conduct yourself in the job interview:

- Introduce yourself and be prepared to shake hands (do it firmly).
  - Be well groomed, neat and clean, but don't be overdressed for the occasion. Listen carefully to the interviewer and answer all questions fully and honestly.
- Show your energy and enthusiasm for the job, but don't overdo it.
- Never be late for an interview. If there's some emergency situation that arises, cantact the employer to explain.
- Take some deep breaths before the interview and relax yourself, physically as well as mentally. This will make you more alert during the interview.

Check aur website at www.premieragendas.com/hed for examples of a resume and caver letter.

#### CAREER



GUIDE

To be successful you will need many skills in the world of work. Here are a few that employers consistently say are capabilities they seek in applicants.

#### COMMUNICATION SKILLS

- Listen to understand others' meaning and perspective.
- Speak clearly and communicate your ideas with confidence.
- Read to gather information quickly and efficiently.
  - Write clearly and effectively, keeping in mind order and structure.

### CRITICAL SKILLS FOR LIFE AND WORK

#### THINKING SKILLS

- Think critically and evaluate situations, choices, and solutions.
- Use logic effectively in planning and problem-solving.
- Know the principles of mathematics and apply them to business purposes.
- Understand and use technology, computers, and information systems.
  - Seek out and apply knowledge: research information from diverse sources

#### PERSONAL QUALITIES

- Be honest, have a high degree of personal integrity and responsibility.
- Have a positive attitude, along with confidence and self-esteem.
- Be hard-working, persistent, and determined.
- Show initiative and energy.
- Demonstrate track record of setting and meeting goals.
- Possess the ability to manage time and resources efficiently.
  - Understand how to set priorities and plan accordingly.
- Demonstrate accountability.
- Adapt to change ... commit to life-long learning.
- Respect diversity and difference.
- Be creative: seek new and innovative salutions.

## INTERPERSONAL/TEAMWORK SKILLS

- Respect others' ideas and positions.
- Show ability to work cooperatively with team members.

Understand and commit to corporate

- goals. Seek to develop and improve teamwork.
- Demonstrate leadership qualities.

ANALYTICAL THINKING

RESEARCHING

ORGANIZING

SPEAKING

WRITING

TEAMWORK

MATHEMATICAL AND SCIENTIFIC REASONING

> PERSONAL INTEGRITY

TECHNOLOGY SKILLS

> CAREER PLANNING

#### **UNITS OF MEASUREMENT**

Metr	ic system	
mm	millimeter	.001 m
cm	centimeter	.01 m
dm	decimeter	.1 m
m	meter	1 m
dam	decameter	10 m
hm	hectometer	100 m
km	kilometer	1000 m

Note: Prefixes also apply to L (liter) and g (gram). Canadian preferred spelling: metre, litre.

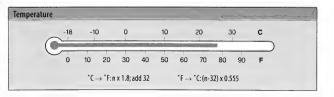
P P I .			
English syst	em		
1 foot (ft)	= 12 inches (in) 1'=12"	1 sq. mile 1 tablespoon (1	= 640 acres () = 3 teaspoons (t)
1 yard (yd) 1 mile (mi) 1 sq. foot 1 sq. yard 1 acre	= 3 feet = 1760 yards = 144 sq. inches = 9 sq. feet = 4840 sq. yards = 43560 ft	1 cup (c) 1 pint (pt) 1 quart (qt) 1 gallon (gal) 16 ounces (oz)	= 16 tablespoons = 2 cups = 2 pints = 4 quarts = 1 pound (lb) = 2000 pounds

#### CONVERSIONS

to an	LENGTH / AREA to go from to multiply by to go from to									
togo	IIIVIII	10	mulupy by	to go itom to	multiply by					
cm	$\rightarrow$	in	0.3937	mi → km	1.609					
in	$\rightarrow$	cm	2.54	m² → ft²	10.76					
m	$\rightarrow$	ft	3.2808	ft² → m²	0.0929					
ft	$\rightarrow$	m	0.3048	km² → mi²	0.3861					
km	-	mi	0.6214	mi² → km²	2.59					

to go from to			WEIGHT / multiply by	CAPACITY to go from to	multiply by
g	$\rightarrow$	0Z	0.0353	T → t	0.9072
oz	$\rightarrow$	g	28.35	ml → floz	0.0338
kg	$\rightarrow$	lb	2.2046	floz → ml	29.575
lb	-	kg	0.4536	L → gal	0.2642
t	$\rightarrow$	T	1.1023	gal → L	3.785

Common Units used with the International System									
UNITS OF MEAS.	ABBREV.	RELATION	UNITS OF MEAS.	ABBREV.	RELATION				
meter	m	length	degree Celsius	°C	temperature				
hectare	ha	area	kelvin	K	thermodynamic temp				
tonne	t	mass	pascal	Pa	pressure, stress				
kilogram	kg	mass	joule	J	energy, work				
nautical mile	M	distance (navigation)	newton	N	force				
knot	kn	speed (navigation)	watt	W	power, radiant flux				
liter	L	volume or capacity	ampere	A	electric current				
second	S	time	volt	V	electric potential				
hertz	Hz	frequency	ohm	Ω	electric resistance				
candela	cd	luminous intensity	coulomb	1	electric charge				







NORTH AMERICA

ATLANTIC OCEAN

PACIFIC OCEAN

Belize · Belmopon Bermude · Hamilton

NORTH AMERICA

Daminica - Roseau n Bep. Santo Domi San Salvadar Bronada - St. Beorge's

on & Barbuda - St. John's Kniti - Port-ou-Prince Meales - Mexico City St. Lucia Costries St. Vincent & the Grandinus Kingstown
Trinidad & Tobago Port-of-Sp
U.S.A. Washington D.C.

SOUTU AMERICA



Afghoniston Kobul Armonia Yerevan Azerbaijaa Baku Bangladesh Dhako Bhutan Thimphu

Bondor Seri Begawon badie Phnom Penh Nicosia New Delhi Indonesia Jakarto Iron Tehron

Japan Takyo Jardan Ammon Rezoksten Almoty Kyrgyzston Bishkek Laps Vientione Lebonon Beirut Kuala Lumpur Ulan Batar Kathmandu

Omen Muscat

Bussia Moscaw Saudi Arabia Riyodh Singapora Singapora Tajikistan Dushonbe Thailand Bongkok Ankaro Turkmenistan Ashkhobod Voited Arab Emir. Abu Dhabi Uzbekiston Tashkent Vietnom Honoi

Philipploes Manila

### SOUTH AMERICA

Argentine - Buenos Aires Bolivia - Sucre Brazil - Brasilio ia Boapto Uruguay Montevideo

ANTARCTICA

# 00000000000



AFRICA

#### EUROPE



anie Tirana Lithuacia Vilaius Luxembourg Skopje Vienna Malta Valletta Belarus Minsk Moldova Kishiney Brussels Молосо

Proque Deamark Copenhagen Tolling Helsinki France - Paris Athens Budapest Raykjavík Dublin Rome

Oslo Warsaw Lisbon Buchorest Moscow Sen Marino San Marina Slavekia Bratislava Ljubljana Sweden Stockholm Ukraine Kiev United Kingdom London Vatican City Vatican City

AUSTRALIA Bastrelio Conberro OCEANIA Fiji Suva Kiribati Tarawa

licronesia Palikir Yoren low Zealand Wellington Koror M. Gainea Port Moresby Fundanti Vilo

Western Samon Apio

MARSHALI ISLANDS

AUSTRALIA

#### AFRICA



Algeria Algiers Angola Luanda Besis Porto-Novo Botswoon Gaborone Burkine Feso Ovogadovgov

Yaounda Verde Praio Central African Rep. Brazzaville Dem. Rep. of Coago Kinshasa Djibouti Egypt Cairo Equatorial Guiera Malaba Eritrea Asmara

Gabon · Libreville Gambia Bogiul Conakry iaaa-Bissau - Bissau ory Coast Abidian eria Monrovia Tripoli

- Novekchett Uganda Kompalo Zambia Lusaka uritius Port Louis ocea Robat Masambique Maputa

Windhoek Niger Hiamey Dokar lles Victorio Freetov Mogađishu South Africa Pretorio Sodee Khartoum Antononoriya Swaziland Mbabane Yaazanio Dodomo Togo Lome Tuoisia Tunis



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.Oaxaca

Puebla

......Querétaro

22 Quintana Roo ..... Chetumal 23 San Luis Potosi..San Luis Potosi

Tlaxcala...

Veracruz.

Yucatán..

32 Federal District...Mexico City

..Tlaxcala

Mérida

Zacatecas

10 Guanajuato... 11 Guerrero......

13 Jalisco.... 14 Mexico....

12 Hidalgo.....Pachuca

...Guanaiuato 19 Daxaca....

.Chilpancingo

.Guadalajara

.Toluca

26 Puebla.... 21 Querétaro

# 出

## solitude

LIVING WELL Bowmen bend their bows when they wish to shoot; unbrace them when the shooting is over. Were they kept always strung they would break and fall the archer in time of need. So it is with men. If they give themselves constantly to serious work, and never indulge awhlie in pastime or sport, they lose their senses and become mad. HEROCOTUS

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15	16	уом кійрик 17	
22	23	24	

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# OCTOBER · 02

## 30 LIVING WELL Stairs: use 'em. Moving sidewalks: beat 'em. Chase your dog; run 6 7 8 for fun. Anything that moves your limbs is not only a fitness tool, but It also helps to relieve stress. You don't have to buy the expensive gym membership or the latest fitness fads to stay in COLUMBUS DAY (USA) THANKSGIVING DAY (Can.) 13 14 15 shape. Every little bit helps. 20 21 22

28

29



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30	31	1	2	
6	7	8	9	
13	14	15	16	
20	21	22	23	
27	28 THANKSGIN	29	30	HANUKKA

## DECEMBER · 02 2 3 LIVING WELL Appetite Queiler. Nothing does the job better than a good ጸ 9 10 swig of water. At a recommended dally intake of 64 ounces four pints - you may need to look into getting a couple of water bottles but the benefits make sense. Water is cheap and 15 16 17 easy to find. Water fills you up with no (long-term) weight gain. Water flushes out your system and keeps your cheeks rosy. Drink up. 22 23 24 30 31 29 PREMIER"

## FEBRUARY · 03

## choose 26 27 28 Stress is good? No one Ilkes to be stressed out, but there are ways 3 2 4 that you can use stress to your advantage. Whenever you start stressing, stop and take Inventory of what you're doing that may be causing your body to react in this "negative" way. When you've 9 10 11 gained some insight, make some positive changes In your life that will degenerate vour instigators of stress. PRESIDENTS' DAY (USA) 16 17 18 25 23 24

29	w	30	<b>F</b>	<b>S</b>
)				
29		6	7	8
12		13	14	15
19		20	21	22
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26	<b>W</b> 27		<u>s</u>
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

## APRIL : 03 LIVING WELL Think it through. Whether you live near mountains or plains, 6 7 8 rivers, or an ocean, there is beauty and serenity near you that Is worth preserving. How does nature affect you? Go on a hike and find out. Are you going places or 13 14 15 just being taken? H.F. HEINRICHS EASTER 22 20 21 27 28 29 PREMIER"



# fulfillment

128

129

#### LIVING WELL

In general, mankind. since the improvement of cookery, eats twice as much as nature reaulres.

BENJAMIN FRANKLIN

If that was Franklin's mind in the late 1700's, what would he say now? With the food prep technology we enlov 200 years later in addition to the artistry we take in recreating food (e.g., "fat free," "new and improved." "vitamins added"). should we ask ourselves a simple question: "It is all too much?"

27		20			
4		5		6	
11	MOTHER'S DAY	12		13	
18		19	VICTORIA DAY (Can.)	20	
 25		26	MEMORIAL DAY (USA)	27	

## discover

LIVING WELL

I have walked with people whose eyes are full of light but who see nothing in sea or sky, nothing in streets, nothing in oaks. It were far better to sall forever in the night of blindness with sense, and feeling, and mind, than to be content with the mere act of seeing. The only lightless dark is the night of darkness In Ignorance and Insensibility.

HELEN KELLER

1	5	2	3	V
8		9 .	. 10	
 15	FATHER'S DAY	16	17	
 22		23	24	
 29		30	1	

## JULY - 03

LIVING WEL	L
Your living is dete	91
mined not so mu	c
by what life bring	•

to you as by the attitude you bring to life; not so much by what happens to you as by the way your mind looks at

what happens. JOHN HOMER MILLER

29	30	 -
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6	7 .	8
13	14	15
20	21	22

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28

# August

There is a fountain of youth: it is your mind, your talents,	3	4 CIVIC HOLIDAY (CAN.)	5
the creativity you bring in your life and the lives of people you love.	10	11	12
	17	18	19
	24	25	26
	31		

<b>O</b>	0		
2	3	4	INDEPENDENCE DAY 5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	3	2
	Ţ		
			2
6		1	2
6 13 20	7	8	9

w	(1)	1 1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

# FUTURE PLANNING SEPTEMBER . 2003 OCTOBER . TOES MILE 4 JE VI NOVEMBER . 2003 DECEMBER . 2003 U JIE V.E W.IE. 4 1 4 11. JANUARY . 2004 APRIL . 2004 MAY - 2004 PREMIER"

#### WEDNESDAY

31 PRIO.

JULY DAY

THURSDAY

1 PRIORITIES.

#### FRIDAY

? — PRIORITIE

SATURDAY

3

## AUGUST - 02 11 12 13 14 15 16 17 19 19 20 21 22 23 24 25 26 27 28 29 30 31

Life is a journey Make this year a trip

to remember. Use your planne every day

WEEKLY GOALS PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

MONDAY

PRIORITIES: 5 DAY

Civic Holiday (Can.)

TUESDAY

PRIORITIES: 6 DAY

#### WEDNESDAY)

7 — PRIORITIES:

#### THURSDAY

PRIORITIES

#### FRIDAY

9 \_\_PRIORITIES

#### SATURDAY

10

AUGUST : 02 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 20 27 26 29 30 31

give you 10x eenergy and willpower make things happen

WEEKLY GOALS PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

11

MONDAY

PRIORITIES:

TUESDAY PRIORITIES:

13 DAY

WEDNESDAY

14 PRIORITIES

THURSDAY.

15 PRIORITIES.

FRIDAY

16 PRIORITIES.

SATURDAY

17

REFLECTION: What goal in life am I striving to achieve?

## AUGUST : 02 11 12 13 14 15 16 17 18 19 20 21 22 23 24

invest



WEEKLY GOALS
PERSONAL/ACADEMIC

25 26 27 28 25 30 31

INTERPERSONAL

SUNDAY

18

MONDAY

PRIORITIES:

TUESDAY PRIORITIES: 20 DAY

21 -

22 DAY

24

REFLECTION: Do I have unrealistic goals?

AUGUST - 02 8 M T W T F 5 1 2 3 4 5 4 7 3 9 10 11 12 13 16 15 16 17 The main part of intellectual education is not the acquisition of facts but to make focks

WEEKLY GOALS PERSONAL/ACADEMIC

18 19 20 21 22 23 24 25 26 27 28 29 30 31

INTERPERSONAL

SUNDAY

25

MONDAY

20 DAY

TUES DAY

27 DAY

SEPTEMBER - 02

OR STAYING

Step out. Be bold.

Labor Day (USA) Labour Day (Can.)

WEEKLY GOALS PERSONAL/ACADEMIC

SUNDAY

MONDAY

PRIORITIES. 2 PAY

TUESDAY PRIORITIES:

SUCCESS TIP: Proofread carefully to see if you are words out.

#### WEDNESDAY

4 - PHIO

#### THURSDAY PRIORITIES.

5 DAY

#### FRIDAY

6 PRIORITIE

SATURDAY

7

Rosh Hashanah

## SEPTEMBER - 02

S M T W I F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 12 13 26 21 22 23 24 25 25 27 27 2



Curiosity kill the cat, bu it works for everyon else

Discover life

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

0

MONDAY

9 PRIORITIES:

TUESDAY PRIORITIES:

10 DAY

WELLNESS TIP: "Stressed" spelt backwards is "desserts." A little chocolate from time to time isn't bad.

PRIORITIES: 11 DAY

THURSDAY PRIORITIES

FRIDAY PRIORITIES

SATURDAY

14

REFLECTION: What have I always wanted to know, but never had the time?

### SEPTEMBER - 02

E M T W I F S 1 2 3 4 5 6 7 2 3 10 11 12 13 17 15 16 17 16 19 20 21 22 23 24 25 26 27 28 29 30 Champions take responsibility. When the ball is coming over the net, you can be sure I want the ball. Leadman

#### WEEKLY GOALS

PERSONAL/ACADEMIC



#### SUNDAY

15

#### MONDAY

16 PRIORITIES:

Yom Kipp

#### TUESDAY

17 PRIORITIES:

18 DAY

PRIORITIES.

SATURDAY

REFLECTION: When was the last time I had an adrenaline-rush adventure?

## SEPTEMBER - 02 15 10 17 11 12 20 21 22 23 24 25 26 27 28

WEEKLY GOALS

PERSONAL / ACADEMIC

INTERPERSONAL

SUNDAY

22

MONDAY

PRIORITIES:

TUESDAY

PRIORITIES: 24 DAY

WEDNESDAY

25 PRIORITIES

26 PRIORITIES

FRIDAY

27 PRIORITIES:

SATURDAY

28

REFLECTION: Would my friends call me courageous?

OCTOBER . 02 1 2 3 4 5 13 14 15 16 17 18 19

# Leadershi

27 Zi 29 3h 31 EEKLY GOALS

PERSONAL/ACADEMIC

is practiced not so much in words as in aftitude and in actions

HAROLD S. GENEEN

INTERPERSONAL

#### SUNDAY

29 SEPTEMBER

MONDAY

PRIORITIES: 30 PAY SEPTEMBER

TUESDAY

PRIORITIES:

WEDNESDAY)

2 PRIORITIES

THURSDAY

FRIDAY

4 \_\_\_PRIORITIES:

SATURDAY

5

#### OCTOBER • 02 5 M T W T F B 1 2 3 4 5 5 7 8 9 10 11 12 13 14 15 15 17 18 19 20 21 22 23 24 25 25

Your actions have consequences
No seeding, no harvest

No seeding, no harvest no study, no pass It's up to you

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

and an east a surface and

SUNDAY.

M D N D A Y
PRIORITIES:

DAY

TUESDAY PRIORITIES:

8 PRIORITIES

success TIP: Know the guidelines for your projects to avoid doing unnecessary work.

	Kid Wisdom Don't Bite The Hand That Look	s Dirty.	l oc
WEDNESDAY			
9 PRIORITIES:			
DAY			
THURSDAY			
10 PRIORITIES:			
FRIDAY			
PRIORITIES			
11 DAY			

SATURDAY

12



OCTOBER : 02

13 14 15 15 17 18 19

You can choose your response to anything coming your way.

Stop

Happiness or an angry rant: both a choice. What will you choose today?

VEEKLY GOALS PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

13

MONDAY

PRIORITIES: 14 DAY

Columbus Day (USA) Thanksgiving Day (Can.)

TUESDAY PRIORITIES: 15 DAY

WELLNESS TIP: If you care about tomorrow, make some decisions now that will pay off today AND tomorrow.

WEDNESDAY)

16 PRIORITIES

17 PRIORITIES

FRIDAY

18 PRIORITIES

SATURDAY

19

10

16

© REFLECTION: Did I start the school year off on the right foot?

# OCTOBER - 02 8 M T W T F 8 1 2 3 4 5 6 7 8 9 10 11 12 13 44 15 16 17 10 19 20 21 22 23 24 25 26 27 28 28 30 31



WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

20

MONDAY
PRIORITIES

22 PRIORITIES

PREMIER"

SUCCESS TIP: There's a world out there that needs you. Live and learn.

HED	N.	E	Э	ν	А	ı	u
27		P	RI	O F	17	ε	S

23 DAY

THURSDAY PRIORITIES 24

25 DAY

SATURDAY

26

OCTOBER - 02

1 2 3 4 5 6 7 8 5 15 11 12 13 14 15 16 17 15 19 26 71 22 73 24 75 26 You pay \$20 for a DVD, but the clerk over charges you by \$5. Since he is dishonest, he keeps \$2 and gives you \$3 back. Bu, if you get \$3 back, you paid \$17. Add to that the \$2 the clerk kept.

Where's the mis\$ing dollar?

and the total is only \$19

INTERPERSONAL

WEEKLY GOALS
PERSONAL/ACADEMIC

SUNDAY

27

MONDAY

28 PRIORITIES:

TUESDAY PRIORITIES:

29 <sub>0 λ γ</sub>

WEDNESDAY

30 DAY

31 -

NOVEMBER

SATURDAY

2 NOVEMBER

REFLECTION: Where do I need to change my attitude about classes?



Life... a journey

Where are yo headed

WEEKLY GOALS PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

3

MONDAY

4 PRIORITIES.

TUESDAY PRIORITIES:

5 DAY

success TIP: Find something of personal interest in every class you take. It will just be more fun.

#### WEDNESDAY PRIORITIES:

6 PRIORITIES:

THURSDAY

7 DAY

FRIDAY

R PRIORITIES

SATURDAY.

10

NOVEMBER - 02 a Life Choose the slide you're 10 11 12 13 14 15 16 going to ride 17 10 19 20 21 22 23 based on the pool 24 25 26 27 28 29 30 you want to land in. WEEKLY GOALS INTERPERSONAL PERSONAL/ACADEMIC

0 rs

You pick a slide and you're in it till the end.

#### SUNDAY

10

#### MONDAY

PRIORITIES: 11 DAY

Veterans' Day (USA) Remembrance Day (Can.)

#### TUESDAY PRIORITIES:

12 DAY

#### WEDNESDAY

13 PRIORITIES

THURSDAY

14 PRIORITIES

FRIDAY

SATURDAY

16

10

10

REFLECTION: Where will I be in five years?

# NOVEMBER · 02

Never fear the space between your dreams and reality

WEEKLY GOALS

17 18 19 20 21 22 23

INTERPERSONAL

SUNDAY

17

MONDAY PRIORITIES:

18 PRIORITIES:

TUESDAY PRIORITIES:

19 - PRIORITES

success TIP: Schedule study time in your plann just like anything important.

20 PRIORITIES:

1

1

21 PRIORITIES:

FRIDAY

22 PRIORITIES

SATURDAY

23

10

10

REFLECTION: Am I working toward making my dreams a reality?

NOVEMBER : 02 10 11 12 13 14 15 10 17 16 10 26 21 22 23 24 25 26 27 28 29 30

INTERPERSONAL

WEEKLY GOALS

SUNDAY

24

MONDAY

PRIORITIES:

TUESDAY 26 PRIORITIES:

WELLNESS TIP: Learn. It's good for you.

#### WEDNESDAY

27 PRIORITIES:

28 PRIORITIES

Thanksgiving Day (USA)

FRIDAY

29 PRIORITIES

SATURDAY

30

Hanukkah

## DECEMBER : 02 2 3 4 5 6 7

9 13 11 12 13 14

15 16 17 18 19 20 21 22 23 24 25 26 27 23 29 30 31

WEEKLY GOALS
PERSONAL/ACADEMIC

In relationships the little things are the big things.

Have any relationships needing some help? Try a hello, a kind note, a smile, a compliment, a hug. 2

INTERPERSONAL

SUNDAY

MONDAY

PRIORITIES: 2 may

TUESDAY

PRIDRITIES: 3 -NAY

PRIORITIES:

## **DECEMBER** · 02

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

integrity

WEEKLY GOALS PERSONAL/ACADEMIC

29 30 31

INTERPERSONAL

SUNDAY

8

MONDAY

PRIORITIES:

TUESDAY PRIORITIES:

10 DAY

WELLNESS TIP: Your anger and hostility actually release "stress chemicals." Stay cool and avoi tension.

11 DAY

## THURS 12 DAY THURSDAY

PRIORITIES

SATURDAY

14

Do people see me as a person of integrity?

## DECEMBER : 02 15 16 17 18 19 20 21

# family

WEEKLY GOALS

INTERPERSONAL

SUNDAY

15

MONDAY

PRIORITIES: 16

TUESDAY

17 PRIORITIES:

success TIP: When your mind is wandering, wa away from your books, clear your mind, then, ba at it.

#### WEDNESDAY PRIORITIES:

18 DAY

THURSDAY

PRIORITIES 19 DAY

FRIDAY. PRIORITIES 20 DAY

SATURDAY

21 16

PO

16

PE

How do I contribute to my family?

## Ó 0 0 0 DECEMBER · 02 åå SMTWTFS 1 2 3 4 5 6 7 ŏ öö 8 9 10 11 12 13 14 őö 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 ð WEEKLY GOALS PERSONAL/ACADEMIC INTERPERSONAL SUNDAY 22 MONDAY PRIORITIES. 23 DAY TUESDAY PRIORITIES: 24 - Y WEDNESDAY Christmas Da PRIORITIES. 25 DAY THURSDAY Boxing Day (Can 26 PRIORITIES FRIDAY PRIORITIES. SATURDAY 28

 5	U	N	D	А	X	

29

MONDAY

30 DAY

PRIORITIES

TUESDAY PRIORITIES: 31 DAY

WEDNESDAY)

PRIORITIES JANUARY

THURSDAY

PRIORITIES: 2 -JANUARY

FRIDAY.

PRIORITIES. 3 ---JANUARY

JANUARY

New Year's Day

# JANUARY - 03

1 2 3 4 5 6 7 5 9 10 11 12 13 18 15 16 17 1 19 20 21 22 23 24 25 I don't know the key to success, but the key to failure is to try to please everyone.

WEEKLY GOALS

@

INTERPERSONAL

SUNDAY

5

MONDAY

PRIORITIES

6 DAY

TUESDAY

7 PRIORITIES:

WEDNESDAY

8 PRIORITIES:

THURSDAY PRIORITIES

FRIDAY

10 PRIORITIES

SATURDAY

11

PE

16

4

HE

TEFFECTIONS Do my resolutions really reflect what matters most to me?

# JANUARY • 773 5 M 1 W 1 F 5 5 5 7 8 5 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

THE OPPOSITE OF WILL POWER IS

power"

Say "no" those things the don't let you con what matter most to you

WEEKLY GOALS

INTERPERSONAL

"won't

SUNDAY

12

MONDAY

13 PRIORITIES

TUESDAY

14 PRIORITIES:

WELLNESS TIP: Plan your success and lower your stress. Break your resolutions down into bite-size goals.

REFLECTION: Do I take a stand on things I believe in?

JANUARY . 03 5 6 7 2 3 1 17 12 13 14 15 75 17 3 19 20 21 22 23 24 25 27 27 22 23 30 30

WEEKLY GOALS
PERSONAL/ACADEMIC

SUNDAY

19

MONDAY.

PRIORITIES: 20 DAY

Martin Luther King, Jr. Day (USA

TUESDAY

PRIORITIES: 21 DAY

SUCCESS TIP: Buckle down and get the work di Forget excuses and diversions. Do the work.

WEDN	ES	D	A	Y
------	----	---	---	---

27 -- PRIORITIES:

#### THURSDAY

23 PRIORITIES

### FRIDAY

24 PAY

SATURDAY.

REFLECTION: Am I saying "no" to things that really don't matter?

# JANUARY + 03 8 M T W T F E 1 2 3 4 15 16 17 16 18 20 21 22 23 24 25 5 72 28 29 30 31

The older I get the more wisdom I find in the ancient rule of taking first things first—a proces which often reduces the most complex huma problem to a manageable proportio

DWGHT D. EISENH

W E E K L Y G O A L S

INTERPERSONAL

SUNDAY

26

MONDAY.

TUESDAY

28 PRIORITIES:

WELLNESS TIP: Always focus on what is most important to YOU. Others will forgive you; your values won't.

#### PRIORITIES

## THURSDAY

PRIORITIES 30 DAY

10 10

Pas Pan

10

#### FRIDAY

31 DAY

### SATURDAY.

1 FEBRUARY

1

FEBRUARY + 03 0 3 4 5 6 7 8 16 17 16 10 20 21 22 23 26 25 76 27 21

Base your self-worth on the quality of your heart.

... not on your body, what you

put on it, or others.

INTERPERSONAL

VEEKLY GOALS PERSONAL/ ACADEMIC

SUNDAY

2

MONDAY PRIORITIES.

TUESDAY PRIORITIES: 4 -

SUCCESS TIP: Make a list of your work for this term and make sure you have enough time for everything.

#### WEDNESDAY)

5 PRIORITIES

THURSDAY

6 PRIORITIES

#### FRIDAY

100

PE

7 - PRIORITIES.

#### SATURDAY.

8

16



PERSONAL/ACADEMIC

INTERPERSONAL

#### SUNDAY

9

#### MONDAY

10 PRIORITIES

TUESDAY

11 PRIORITIES:

WELLNESS TIP: Get together with a fitness friend to keep you both on track and committed to healthy living.

<b>W</b>	E	D	N	ES	D	A	Y	Þ
				nn	00			۸.

12 DAY

THURSDAY

PRIORITIES 13 DAY

#### SATURDAY

15



## FEBRUARY . 03 15 17 18 19 20 21 22

We cannot hold a torch to

light another' without brightening our own.

BEN SWEETLAND



FEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

16

MONDAY PRIORITIES: 17 DAY

Presidents' Day (USA)

PRIORITIES: 18 DAY

#### WEDNESDAY

PRIORITIES: 19 -

THURSDAY

PRIORITIES 20 DAY

FRIDAY.

21 DAY

SATURDAY

22

000000000



23 24 25 26 27 28 WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

23

MONDAY

24 PRIORITIES:

IUESDAY

25 PRIORITIES:

WELLNESS TIP: Eating five or more servings of fruits and vegetables every day may lower your risk of certain cancers.

#### WEDNESDAY

26 PRIORITIES:

THURSDAY

27 PRIORITIES

### FRIDAY

28 PRIORITIES

SATURDAY

MARCH

S

For group projects, am I a team player?

MARCH · 03

The quieter we become the more we hear

WEEKLY GOALS

¥ 15 00

INTERPERSONAL

SUNDAY

2

MONDAY

3 PRIORITIES:

TUESDAY

4 PRIORITIES

The quickest way to double your money is to fold it over and put it back in your pocket.

MAR

#### WEDNESDAY

5 PRIORITIES

THURSDAY

6 - PRIORITIES

#### FRIDAY

7 \_\_PRIORITIES:

#### SATURDAY.

8

# MARCH · 03



Zip it. Real influence is in listening first talking second

WEEKLY GOALS

INTERPERSONAL

SUNDAY.

9

MONDAY

10 PRIORITIES:

TUESDAY.

11 PRIDRITIES:

#### WEDNESDAY)

12 PRIORITIES

THURSDAY

13 PRIORITIES:

#### FRIDAY

14 PRIORITIES:

SATURDAY

15

MARCH - 03 15 17 18 19 20 21 22 19-10-25 20 27 22 29

WEEKLY GOALS

INTERPERSONAL

SUNDAY

16

MONDAY

17 PRIORITIES:

TUESDAY

18 DAY PRIORITIES:

SUCCESS TIP: Record important points in class your own shorthand to ensure you get the details

19 PRIORITIES

THURSDAY

20 PRIORITIES.

FRIDAY

21 DAY

SATURDAY.

22

REFLECTION: How can I communicate more effectively?

MARCH . 03 24 W 25 26 27 28 25

No one cares how much you know they know how much

WEEKLY GOALS PERSDNAL/ACADEMIC

INTERPERSONAL

SUNDAY

23

MONDAY PRIORITIES:

TUESDAY PRIORITIES: 25 DAY

WELLNESS TIP: Thinking differently is food for brilliant thought.

MAR.

WEDNESDAY

26 PRIORITIES

27 PRIORITIE

Pa

FRIDAY

28 PRIORITIES

SATURDAY.

APRIL - 03 # 5 10 11 12 13 14 15 16 17 15 19 20 21 22 23 24 25 26 27 28 20 34



The nice thing about teamwork is that you always have others on your side.

WEEKLY GOALS PERSONAL/ACADEMIC

INTERPERSONAL,

SUNDAY

30 MARCH

MONDAY.

PRIORITIES: MARCH

PRIORITIES

DAY

#### WEDNESDAY

PRIORITIES:

#### THURSDAY

3 -

#### FRIDAY

#### SATURDAY

5

#### APRIL - ()3 5 M T W 7 F 8 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 25 27 28 29 30



# We're in this life

You don't need to pick sides Dare to be

different

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL,

SUNDAY

6

MONDAY

7 PRIORITIES.

TUESDAY

8 PRIORITIES

WELLNESS TIP: Find the study zone that works for you. Quiet, music, desk, couch?

-	rearranging their prejudices, william JAMES
WEDNESDAY	
PRIORITIES:	
9	

THURSDAY

10 PRIORITIES

FRIDAY PRIORITIES

11 PRIORITIES

SATURDAY

12

5

REFLECTION: Who do I know who dares to be different?

## APRIL . 03

5 M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 26 29 30

## ignorance

Live to learn.

WEEKLY GOALS



INTERPERSONAL,

SUNDAY

13

MONDAY

14 PRIORITIES:

15 PRIORITIES:

success TIP: Be responsible for your work. If you didn't get it done, don't make excuses. Face the music.

16 PRIORITIES

-

. . . . .

THURSDAY

Passover

18 PRIDAY

Good Fnday

SATURDAY

19

Am I open to new experiences?

APRIL - 03 13 14 15 16 17 18 19 26 21 22 23 24 25 26 27 20 20 30

Our deeds determine us as much as we determine our deeds.

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

20

Easter

MONDAY

PRIORITIES: 21 ---

TUESDAY PRIORITIES:

MFD	NE S	D	AY	ij
77	PRI	OR	ITIE	S

THURSDAY

24 PRIORITE

## FRIDAY

25

PRIORITIES

SATURDAY

## APRIL : 03 SMTWTFS 6 7 a / 10 11 12 13 14 15 15 17 18 19



27 28 29 30 WEEKLY GOALS





SUNDAY

27

MONDAY

PRIORITIES: 28 DAY

TUESDAY

PRIORITIES:

29 DAY

Success TIP: When writing essays or papers, build an outline of what you want to say before going into detail.

MED	Д	22	W	A	Ю
70		PRI	OR	17.	IES

THURSDAY

## FRIDAY

PRIORITIES

SATURDAY



Have you ever been too busy driving to stop and get gas?

WEEKLY GOALS
PERSONAL/ACADEMIC



INTERPERSONAL

SUNDAY

MONDAY

PRIORITIES: 5 DAY

TUESDAY

PRIORITIES:

SUCCESS TIP: Avoid stressing about upcoming tests. Prepare for them on an ongoing basis.

WE	DW	Fe	Dis	M
1075000	Labor.	100	100	U.B
		PRI	ORIT	YES

## THURSDAY

PRIORITIES: 8 -

## FRIDAY

PRIORITIES: 9 ---

## SATURDAY

## MAY - 03



WEEKLY GOALS



INTERPERSONAL

SUNDAY

11

Mother's Day

MONDAY

12 PRIORITIES:

TUESDAY PRIORITIES:

13 PRIORITIES

	out what 1 am doing.
WEDNESDAY	
14 PRIORITIES:	
13	
13	
1	
l and	
THURSDAY	
15 PRIORITIES	
•	
0 0 0	
199	
FRIDAY,	
16 PRIORITIES:	
6	
9	
9	
6	
•	
<b>S</b>	
9-	
SATURDAY 17	
REFLECTION:	What activities help me reduce stress?



EEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

18

MONDAY

PRIORITIES:

Victoria Day (Can.)

TUESDAY PRIORITIES:

20 ---

success TIP: Share your experiences. Others will benefit, just as you do from hearing theirs.

## WEDNESDAY

21 -PRIORITIES:

THURSDAY

22

FRIDAY PRIORITIES

SATURDAY

MAY 03 SMTWTTS 4 5 7 7 8 9 10 11 12 12 14 18 16 17 1 19 20 21 22 23 23 25 26 27 20 29 30 31



Life comes in clusters clusters of solitude, ther clusters when there is hardly time to breathe

WEEKLY GOALS

INTERPERSONAL

SUNDAY

25

MONDAY

26 PRIORITIES:

Memorial Day (USA)

TUESDAY PRIORITIES

27 DAY

WELLNESS TIP: Reading is to the mind what exercise is to the body. JOSEPH ADDISON

DOM:	m3393	8	-0	а	AUG
28		PR	10	R	ITIES

29 PRIORITIES

## FRIDAY

30 PRIORITIES

SATURDAY

31

\*\*\*\*

JUNE - 03 1 2 3 1 5 6 7 15 16 17 12 13 16 15 16 17 10 10 20 21 22 23 24 25 24 27 28 29 30

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

1

MONDAY

PRIORITIES:

TUESDAY

PRIORITIES: 3 DAY

success TIP: There is no easy way to achieving excellence, Buckle down and do the work.

WEDNES DAY

THURSDAY

6 PRIDAY

SATURDAY

JUNE • 03 5 M 7 W, T 0 4 1 2 8 8 8 V 1 8 9 10 11 12 13 14 15 16 17 16 19 20 21 12 23 24 25 25 27 27



WEEKLY GOALS

PERS

INTERPERSONAL

SUNDAY

0

MONDAY

9 PRIORITIES:

TUESDAY.

10 PRIORITIES

WELLNESS TIP: Laughter is good medicine. When all else fails, chuckle and roll.

			wid tout your rieip.	
r	WED	NESDAY -		
1	-	PRIORITIES:		

DAY

THURSDAY

## 12 or FRIDAY

PRIORITIES

SATURDAY



JUNE • 03

All the breaks you need in life wait within your imagination Imagination is the worksho, of your mind, capable o turning mind energy into accomplishment

NAPOLEON HIL

Father's Day

WEEKLY SOALS PERSONAL/ACADEMIC INTERPERSONAL

SUNDAY

15

MONDAY

16 PRIORITIES:

TUESDAY PRIORITIES:

17 DAY

18

THURSDAY ·= 19 ...

FRIDAY

Do I stretch my imagination regularly?

JUNE - 03 5 NO 1 NO 1 F 5 1 2 4 2 5 F 7 8 9 NO 11 12 16 44 15 16 17 10 12 22 21 22 23 24 25 26 27 28 You have got to discover you, what you do, and trust it

WEEKLY GOALS PERSONAL/ACAGEMIC INTERPERSONAL

SUNDAY

22

MONDAY.

23 PRIORITIES:

TUESDAY PRIORITIES:

24 PRIORITIES

WELLNESS TIP: Learn from your mistakes. If you don't, what's the point in making them?

## WEDNESDAY

25 PRIORITIES.

THURSDAY

26 AT

FRIDAY

SATURDAY

28

1

REFLECTION: Do I stay with projects till the end?

# Personal directory NAME/ADDRESS PHONE/E-MAIL

## Personal directory NAME/ADDRESS PHONE/E-MAIL

You're on your way when you plan your day.™ SCHEDULE (Use pencil to allow for possible changes.) NOTES

## Personal directory PHONE/E-MAIL NAME/ADDRESS

3



## AMERICORPS. GIVE BACK FOR A YEAR. SERVE YOUR COMMUNITY. CHANGE YOUR LIFE.

AmeriCorps is an awesome adventure and a way to put your idealism into action. If you have what it takes to live up to your dreams, join 50,000 AmeriCorps members and help others in need.

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In AmeriCorps, you decide what you want to do and where you want to be. You could tutor children in your own community, work in a national park more than a thousand miles away, build homes for low-income families in rural areas, or restore urban streams.

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- \* Give your user name and e-mail address. Registration is free, secure and involves no commitment;
- \* Select "Customized Search" to generate a list of projects that interest you;
- \* Apply. It's quick and easy!

## Gain experience and skills for the rest of your life

As an AmeriCorps member you'll gain teamwork, communication, and leadership skills. And you'll gain the personal satisfaction of taking on challenges and seeing results.

## Earn a living allowance, plus money for school

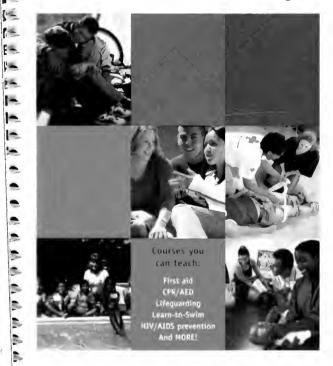
AmeriCorps members receive a living allowance, health insurance, student loan deferment, and training. After you complete your term, you'll receive \$4,725 to help pay for college, graduate school, vocational training, or to pay off student loans.

## Thousands of opportunities to serve

There are many ways to give back in AmeriCorps:

- Work with one of nearly 1,000 programs that make up AmeriCorps. Many of these are run by well-known organizations, like Habitat for Humanity or Boys and Girls Clubs. You might also serve in your local community center or place of worship.
- ◆ Join AmeriCorps\*NCCC (National Civilian Community Corps). These members live on one of five compuses across the country and travel to other communities to serve where there is the greatest need.
- ★ Serve with AmeriCorps\*VISTA (Volunteers in Service to America) to help eliminate poverty. AmeriCorps\*VISTA members recruit and train volunteers, write grants, gather sponsorships and donations, and plan community meetings.

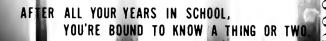
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-







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